



To: Bay Area UASI Approval Authority
From: Craig Dziedzic, General Manager
Date: March 14, 2013
Re: Item #3: General Manager's Report

Recommendations:

- (a) Management Team Staff Update (Discussion Only)
- (b) Survey feedback regarding the UASI 2013 project proposal process (Discussion Only)
- (c) Recommended Project Proposal Process for UASI 2014 (Discussion; Possible Action)

Based upon survey feedback regarding the UASI FY 2013 project proposal process, staff recommends revising the process to eliminate the vetting of project proposals via workgroups prior to submitting project proposals to the Hubs as a measure of efficiency to streamline the project proposal process for UASI FY 2014.

Action or Discussion Items:

- (a) Management Team Staff Update (Discussion Only)
- (b) Survey feedback regarding the UASI FY 2013 project proposal process (Discussion Only)
- (c) Recommended UASI FY 2014 Project Proposal Process (Discussion; Possible Action)

Discussion/Description:

- (a) Management Team Staff Update (Discussion Only)

The Regional Grants Manager Position

A three member hiring panel interviewed candidates for the regional grants manager position and recommended Mary Landers for the position. The process is part of our exempt transition process involving the San Francisco Dept. of Human Resources, the General Manager intends to accept the panel's recommendation. The position manages all aspects of compliance requirements of grants, contracts, and MOUs as well as grant reporting to Local, State, and Federal governments.

Ms. Landers has been an employee of the City and County of San Francisco for 13 years, previously with the San Francisco Board of Supervisors as a legislative aide and for the last ten years with the Department of Emergency Management managing various homeland security grants. Ms. Landers is also a certified grants manager through the National Grants Management Association.

(b) Survey feedback regarding the UASI FY 2013 project proposal process.

After completing the project proposal process for UASI FY 2013, staff sent a survey to regional stakeholders requesting feedback of the process, which included five components: (1) Conducting four initial kick-off training meetings; (2) Accepting on-line project submittals; (3) Submitting copies of their jurisdiction's project proposals to Approval Authority Members for review; (4) Submitting the project proposals to the four UASI work groups for vetting; (5) Submitting the project proposals to hub voting members and conducting four regional Hub meetings.

In general the results of the feedback were very positive. The majority of the responses indicated that the initial kick-off training meetings were beneficial to the jurisdictions. Additionally, the feedback indicated a preference for the project proposal template and the newly enacted online submittal process. Overall, the results indicated that the UASI Management Team was successfully in implementing the proposal process as directed by the Approval Authority.

Additionally, the results indicated a concern with the length of the process and a desire to streamline the process, particularly since funding available to the Hubs have declined due to a decrease in UASI grant funds.

(c) Recommended Project Proposal Process for UASI 2014 (Discussion; Possible Action)

In general, the project proposal process is a three month, five component processes, which consumes the Management Team as well as staff time of various regional departments. In order to be more efficient with staff time and minimize regional meetings, staff recommends having the vetting of project proposals be accomplished at the Hub meetings as they were done in the past.

Based upon survey feedback regarding the UASI FY 2013 project proposal process, staff recommends revising the process to eliminating the vetting of projects proposals via workgroups prior to submitting project proposals to the Hubs as a measure of efficiency to streamline the project proposal process for UASI FY 2014.